



CAREER OPPORTUNITY SIXTH CIRCUIT U.S. COURT OF APPEALS

POSITION:**Case Manager****CLASSIFICATION & SALARY RANGE:****CL-25, \$35,732 - \$58,141****CLOSING DATE:****February 3, 2006****POSITION OVERVIEW**

The U.S. Court of Appeals for the Sixth Circuit, Office of the Clerk is accepting applications to fill one or more case manager positions . Responsibilities generally entail handling all aspects of appellate case processing from initial filing of the notice of appeal to case closure. A position description is available for viewing in the Clerk's Office and on the Court's website (see below) describing in more detail the specific responsibilities of the position.

QUALIFICATIONS

The successful applicant for the position will possess strong organizational and interpersonal skills, present a professional image and demeanor, and exercise appropriate discretion in dealing with confidential information. Significant experience with and skills in using computer-based applications, including word processing, are required. All applicants must have earned at least a high school diploma, or its equivalent.

A minimum of two years specialized experience, with at least one year equivalent to work at the CL-24 (JSP or GS 8) level, are required. Specialized experience is defined as progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills, use of specialized terminology, and a demonstrated ability to apply a body of rules, regulations, or laws. Preference will be given for experience gained in a legal or court setting and for a baccalaureate degree earned from an accredited college or university.

Any person who is not currently employed by the United States Courts who is selected for this position will be conditionally appointed subject to successful completion of a background check. A position description is attached to this notice for reference. Persons interested in being considered for appointment may apply by submitting a cover letter and an application (AO 78, which is available on the Court's website at www.ca6.uscourts.gov, if not currently employed by the Court) by no later than February 3, 2006 to:

**U.S. Court of Appeals
Office of the Clerk
524 Potter Stewart U.S. Courthouse
100 East Fifth Street
Cincinnati, Ohio 45202**

Attn. Employment Application - Case Manager

**THE SIXTH CIRCUIT UNITED STATES COURT OF APPEALS
IS AN EQUAL OPPORTUNITY EMPLOYER**

CASE MANAGER

Introduction

This position is located in the Court of Appeals, Clerk's Office. Exercises responsibility for processing cases through all stages of the appellate process, from initial receipt until termination.

Representative Duties

Collects case opening data; reviews the documents for compliance with jurisdictional requisites; determines status of case; determines which cases warrant expedited treatment; identifies prior and related cases and consolidates related cases; prepares case file and case opening documents; properly aligns the parties; docket the case; notifies the parties and attorneys and monitors compliance with rules regarding fees, corporate disclosure, transcript ordering, filing the complete record on appeal, civil appeal conference statement, counsel of record forms, etc., and enters these items on the docket. Establishes deadlines to monitor compliance.

Receives and docket all motions and responses to motions; rules on those motions delegated to clerk's authority by local rule or internal policy; forwards on to appropriate recipient those motions so designated by local rule or policy, and monitors action thereon.

Reviews district court documents and determines whether trial counsel should be appointed as authorized by statute, court rule or court policy. Ensures new counsel is appointed, if necessary.

Researches and responds to verbal and written inquiries from judges, other courts, counsel, pro se parties and others concerning procedures, case problems and case status. Exercises judgment in determining what information should be released and to whom.

Establishes and issues a briefing schedule tailored to case need.

Receives all briefs tendered for filing; reviews for compliance with technical requirements of Sixth Circuit Rules or federal rules. Advises counsel of deficiencies to briefs with specific directions for correction; and monitors receipt of corrections.

Receives and docket all orders from judges. Prepares and docket those orders which permits the clerk to prepare pursuant to Sixth Circuit Rules. Dismisses and reinstates appeals, as appropriate. Makes timely distribution of orders and opinions to counsel, parties and the district court and district court judges, as appropriate.

Reviews Sixth Circuit docket sheet to determine the timeliness issuance of the mandate, prepares and issues the mandate, if appropriate.

Reviews deadline reports on a daily basis and makes follow-ups.

Provides courtroom support as primary, backup or setup courtroom deputy.

Construes pro se documents, distributes to appropriate staff members and prepares written responses when necessary.

Provides prompt notification to appropriate court staff of emergency motions; requests expedited responses; and follow-up until completion.

